Suhaila Binti Arifin

832-3 Bukit Baru Dalam,

75150 Melaka

011-16290256

Email: [suhaila.arifin@gmail.com](mailto:suhaila.arifin@gmail.com)

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30 January 2014

Sir,

**JOB APPLICATION AT MELAKA.**

With regards to the above matter, I am writing this letter in seeking job opportunity at any company or organization around Melaka. Currently I am a graduate student of International Islamic University Malaysia, majoring in Bachelor’s Degree of Human Sciences (Psychology) and minoring in Islamic Revealed Knowledge.

2. My areas of interest would be in the area of human resource, clerical, public relation and administration. Meanwhile, my expected salary for this area is around RM1500-RM2500. Even though I am a fresh graduate, but I believe that I can utilize my skills well to the subjected jobs because it is associated with my area of study at the university. In fact, I have some knowledge, experiences and quite familiar with work stressor as a human resource, clerical or administrative worker. Despites all the skills that I have, I am willing to work according to the needs of the organization itself. Thus, I soundly believe that I have the qualifications to fulfill the requirements as stated by your organization and I am highly interested to apply for that job.

3. Currently, I am looking for a job that proposes opportunity to work in a highly dynamic organization, and of course, to expand my network as well as provides training for my career growth. In sequence with this organization work environment, I would pleased to be part of you in order to prosper the organization. I appreciate your time and consideration in reviewing the enclosed resume that I attached.

Thank you for your time and consideration.

Sincerely,

…………………………………………..

Suhaila Binti Arifin

(900412-04-5074)

**CONTACT INFO**

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**SUHAILA BINTI ARIFIN**

Address : 832-3 BUKIT BARU DALAM,

75150, MELAKA.

Mobile Number : 011-16290256

Email : suhaila.arifin90@gmail.com

**PERSONAL PARTICULAR**

Age : 24 Years Old

Date of Birth : 12 April 1990

Nationality : Malaysia

Religion : Islam

Race : Malay

Gender : Female

Marital Status : Single

I/C Number : 900412-04-5074

**OBJECTIVE**

To get work experiences and gain knowledge with a reputed company and give the best quality

service that later will satisfies the interest of organization.

**EDUCATIONAL BACKGROUND**

**Bachelor’s Degree**

Field of Study : Human Sciences with Honours (Psychology)

Institute : International Islamic University Malaysia

Latest CGPA : 2.855

Graduation Date : 2014

Major Subjects : Psychology of Learning

: Research Methodology

: Developmental Psychology

: Physiological Psychology

: Personality Psychology

: Social Psychology

: Islam and Psychology

: Psychological Statistics

: Lab-Based Psychology

: Cognitive Psychology

: Psychometric Principles

: Psychometric Application

: Qualitative Research Method

: Psychology of Human Relations

: Cross Cultural Psychology

: History and Philosophy of Psychology

: Abnormal Psychology

: Experimental Psychology

: Undergraduate Seminar on Islamic Perspective of

Psychology

Elective Subjects : Sport Psychology

: Clinical Psychology

: Child Psychology

: Organisational Psychology

Minor Subjects : Islamic Aqidah

: Islamic Ethics

: Methods of Da‘wah

: Sciences of Qur’an

: Reflections on Prophetic History

: Sciences of Hadith

: Introduction to Fiqh

: Introduction to Usul al-Fiqh

: Creative Thinking & Problem Solving

: Revelation as A Source of Knowledge

**Higher Secondary / STPM / A-Level / Pre-U / Matriculation**

Field of Study : Arts Stream

Institute : Center for Foundation Studies, IIUM, Nilai.

CGPA : 3.02

MUET : 3

Graduation Date : 2009

**SPM Level**

Field of Study : Arts Stream

Institute : Malacca Girls High School

Results : 5A’s, 2B and IC

Graduation Date : 2007

**WORK EXPERIENCE**

2011 : Territorial Armed Force recruitment (Wataniah), Royal

Malaysian Army 2010

2012 : Reserved Army (Wataniah)

: Part Timer in handling event at Suria KLCC

: Volunteer for International Cycling Exhibition (OCBC)

: Volunteer in Malaysian Youth Programed at KLCC

|  |  |  |
| --- | --- | --- |
| **TOP SKILLS** | | |
| **Skills**  Typing |  | **Level**  Excellent |
| Microsoft Word |  | Excellent |
| Microsoft Power Point |  | Excellent |
| Microsoft Excel  Internet Information Surfing  Research (Collect data,  Write report)  Software (SPSS for  Windows)  Adobe Photoshop |  | Good  Excellent  Good  Good  Good |
|  |  |  |
| **LANGUAGES** | | |
| **Proficiency: 0 – Poor ; 10 – Excellent** | | |
| Language | Spoken | Written |
| English | 7 | 8 |
| Malay  Arabic | 10  6 | 10  5 |

**PERSONAL STRENGTH**

* High motivation
* A detail-oriented person who emphasize on quality of work
* Focus while working with full responsibility
* Has leadership skills and can be a good team player
* Has a high confidence level
* Always wants the best in all field of life.
* Always be prepared if chances be given also new task
* Good planner and has can manage time effectively
* A good planner and proactive in learning
* Able to handle job scope given effectively

**CURRICULAR ENVIRONMENT**

2003 - 2007 : Class Monitor

: School Prefect

: Vice President for Kadet Polis Sekolah

: Vice President for Kelab Pelancongan Sekolah

: Assistant Treasurer for Basics Economics Association

: Members of Pasukan Pandu Puteri

: Members of Rumah Kuning

: Vice President for Kelab Bahasa Melayu

2008 – 2009 : Participant of Course on Leadership and Management Skill

: Participant of Course on Library and Computer Skill

: Participant of Breast Cancer Awareness

Campaign

2010 – 2013 : Committee of Appreciation and Reunion Night 2010

: Participant of MAFinAct’10 (Malaysian Armed Force In

Action 2010)

: Participant Territorial Armed Force Recruitment

(Wataniah), Royal Malaysian Army 2011

: Committee and Participant of ZOMAF’ 11 (Zeal of

Malaysian Armed Force 2011)

: Participant of Talk on HRH Raja Nazrin Humanitarian

Lecture Series (October 2012)

: Participant on Talk on Getting to know MERCY

Malaysia (November 2012)

: Committee of Program Psychology Week 2012

: Committee of Program Psychology Portfolio Day

(December 2012)

: Committee of Publicity and Promotion Walk for Gaza &

One hour with Dr. Hariyati (December 7, 2012)

: Committee of 28th IIUM CONVOCATION FIESTA 2012

: Participant of Leadership Training for Mahallah

Representative Council and Block Representative Council 2012

: Block Representative Council 2012

: Members of Nadi Askar Wataniah Society IIUM

: Committee of ZOMAF ’12 (Zeal of Malaysian Armed

Force

: Participant of Majlis Sukarelawan Siswa Universiti-

Universiti Malaysia (MASKUM, 2012)

**REFEREES**

**Wan Rizaila Bin Wan Mamat Saufi**

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**Dr. Nadjet Aknouche**

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Department of Psychology

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Mobile: +6012-3581430

Relationship: University lecturer